

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**ARSON INVESTIGATOR
FIRE DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs fire investigations to determine cause and origin; investigates suspected arson cases and related criminal offenses; supervises other employees conducting fire investigation work. Employee reports to the Assistant Fire Chief or Fire Chief.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs specialized investigative law enforcement work. Work involves investigating suspected arson cases and related criminal offenses, securing evidence, apprehending offenders, and presenting evidence in court. Employee is required to use specialized training in performance of these duties as necessary. Work requires that the employee cooperate and work closely with other investigators, deputy sheriffs, the fire marshal, other law enforcement agencies, and the general public. Employee must use considerable judgment and discretion in obtaining and analyzing facts and interpreting the law to specific cases. Employee may supervise Asheville-Buncombe Arson Task Force staff and other investigators as assigned. Work is performed in accordance with established policies and procedures, local ordinances, state statutes and federal laws. Employee is subject to the usual hazards of investigative and general law enforcement work. Work is performed under general supervision of the Assistant Fire Chief or Fire Chief and is evaluated by a combination of the employee's ability to carry out essential job functions, continuing acquisition of new knowledge and skills in support of those essential job functions and ability to demonstrate the competencies described here.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Investigates suspected arson cases and related offenses; supervises and performs examinations of scene of crime to determine exact nature of law violations.

Determines origin and cause of fires.

Makes a detailed search and analysis of the crime scene using various technical procedures associated with arson investigations; photographs, collects and preserves physical evidence.

Makes preliminary investigation involving the interrogation of suspects and witnesses for information purposes.

May serve as the Director of the Asheville-Buncombe Arson Task Force.

ARSON INVESTIGATOR

Apprehends arson suspects, conducts interrogation of suspects to determine further disposition depending on confession or statement of suspect; books suspects according to evidence obtained, and accompanies suspect before a magistrate.

Supervises assigned staff in the undertaking of fire investigation activities.

Investigates and compares possible motive of crime to others of similar nature; reviews files and current bulletins published by Federal and State Bureaus of Investigation; obtains cooperation from other law enforcement agencies as to their records, files and related assistance.

Maintains security at scenes of major fires until investigation of fire's origin is complete; works closely with local, state and federal officials, fire officials, insurance company investigators and medical examiners in the investigation of suspicious fires; maintains records and reports associated with fire investigations.

Presents testimony in court concerning investigative results and evidence obtained.

Writes preliminary report on each case after initial investigation and adds supplemental reports as case progresses.

Counsels and assists victims in contacting appropriate agencies for assistance.

Counsels juvenile fire setters.

ADDITIONAL JOB FUNCTIONS

May be required to maintain availability for response on an off-duty basis in event of fire, rescue, hazardous-materials or other emergency, or for fire investigation or fire code activities.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of modern criminal investigative practices and procedures.

Thorough knowledge of the standard practices, procedures, methods, materials, techniques and equipment associated with arson investigations.

Thorough knowledge of the principles and characteristics of fire travel and patterns.

Considerable knowledge of the geographical layout of the county.

Skill in determining facts and gathering evidence associated with suspected arson cases.

Ability to exercise sound judgment in emergency and routine situations and to adopt quick, effective and reasonable courses of action.

Ability to make observations and remember names, faces, and various details.

Ability to apply interpretations of laws to specific situations.

Ability to prepare clear and comprehensive reports.

Ability to present court testimony effectively.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ARSON INVESTIGATOR

MINIMUM TRAINING AND EXPERIENCE

Certification in law enforcement; and 3 to 5 years experience in law enforcement work including supervisory and investigative experience, involving suspected arson cases; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENTS

Certification as a law enforcement officer in accordance with the North Carolina Sheriff's Training and Standards Commission (or ability to obtain such certification within one year of employment). State and national certification in basic arson investigation. Possession of a valid driver's license issued by the State of North Carolina.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational & Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.